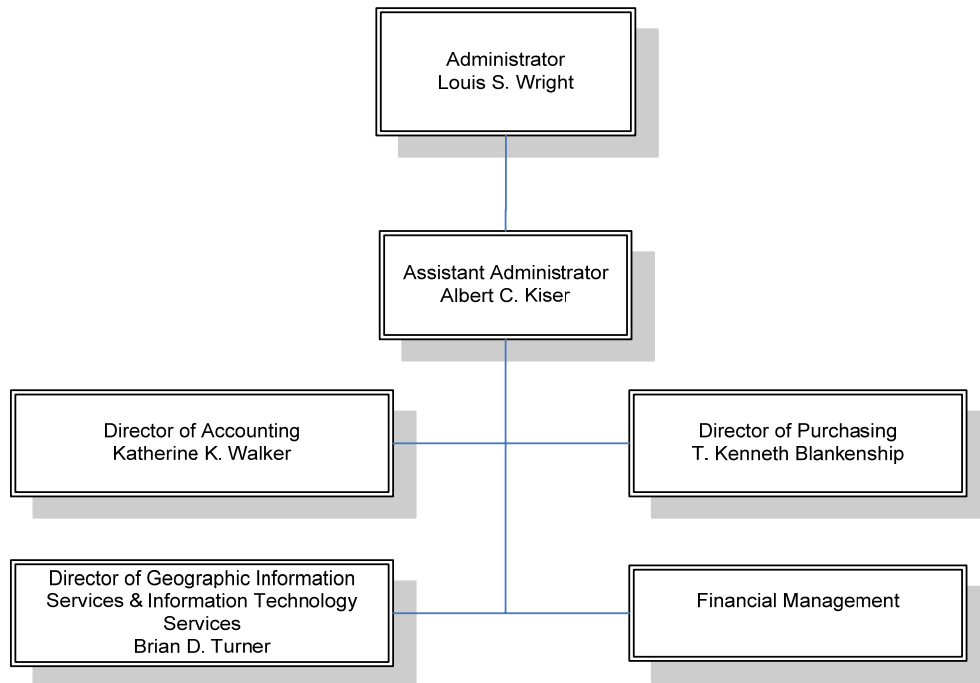


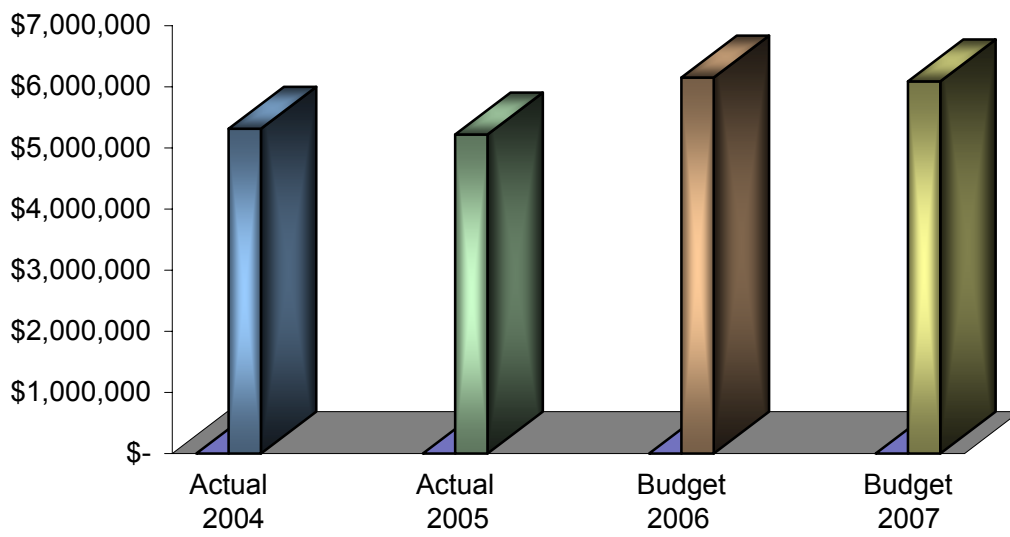
## Finance Division

This division encompasses the fiduciary aspects of Hamilton County Government. Located here are the Finance Administrator, Accounting, Financial Management, Purchasing, Information Technology Services and Geographic Information Systems.



Back row left to right: Kenneth Blankenship, Katherine Walker, and Brian Turner  
Front row seated: Louis Wright and Albert Kiser

## Finance Expenditures



## Finance Division Expenditures by Departments

Departments	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Finance Administrator	\$ 198,506	\$ 209,700	\$ 212,325	\$ 223,107
Accounting	1,421,911	1,448,638	1,666,611	1,794,796
Financial Management	554,169	502,588	348,710	367,997
Information Technology Services	2,305,988	2,274,946	2,521,975	2,758,483
Purchasing	336,737	338,811	359,413	368,812
Geographic Information Systems	497,177	447,167	1,043,430	575,192
	\$ 5,314,488	\$ 5,221,850	\$ 6,152,464	\$ 6,088,387

<b>Authorized Positions</b>	<b>85</b>	<b>85.13</b>	<b>83.13</b>	<b>84.13</b>
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## Finance Administrator – 3100

### FUNCTION

The Finance Administrator is responsible for managing all of the County's financial affairs. He maintains a current knowledge of financial and management practices and legislation in order to give sound advice and guidance to the County Mayor, County Commission, division administrators and department directors. He provides support to County management for making financial decisions necessary to properly manage the County's resources. The Finance Administrator manages the Finance Division by supervising the directors of five departments: Accounting, Financial Management, Purchasing, Information Technology Services and Geographic Information Systems. These departments provide all financial and computer services to Hamilton County Government. This office is responsible for developing and controlling the County's budget of \$533.9 million dollars; manages the County's investment portfolio; and serves as the technical expert on bond issues.

### PERFORMANCE GOALS AND OBJECTIVES

1. Protect the County's excellent bond rating and maintain a strong financial position
2. Present a balanced, realistic budget to the County Mayor and County Commission while maintaining a healthy general fund balance
3. Ensure the protection of the County's investments
4. Retain the GFOA Certification of Excellence in Financial Reporting, the Distinguished Budget Presentation Award, and the Popular Annual Financial Report

### SERVICE OBJECTIVES

1. Maintain or upgrade the County's bond rating from Moody's and Fitch Investors Services
2. Assess all available resources to meet operating budget requirements
3. Maintain compliance with the County's Investment Policy and take advantage of investment opportunities that will increase the County's assets
4. Prepare and submit the Comprehensive Annual Financial Report (CAFR), the Comprehensive Annual Budget Report (CABR) and the Popular Annual Financial Report (PAFR) to GFOA
5. To redefine Hamilton County's revenue, expenditure and financial planning policies to meet the Recommended Practices for State and Local Governments as approved by the Government Finance Officers' Association

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 145,666	\$ 150,166	\$ 146,996	\$ 150,259
Employee Benefits	42,956	48,717	54,030	61,348
Operations	9,884	10,817	11,299	11,500
Total Expenditures	\$ 198,506	\$ 209,700	\$ 212,325	\$ 223,107

Authorized Positions	2	2	2	2
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## **SERVICE ACCOMPLISHMENTS**

### **Goal #1**

	<b>Actual <u>2005</u></b>	<b>Actual <u>2006</u></b>	<b>Estimated <u>2007</u></b>
Bond Rating - Moody's	Aa1	Aa1	Aa1
Bond Rating - Fitch	AA+	AA+	AA+
General Obligation Commercial Paper - Moody's	-	-	P-1
General Obligation Commercial Paper - Fitch	-	-	F1+

### **Goal #2**

Has presented a workable, balanced budget each year and maintains a healthy general fund balance by practicing conservative financial management.

### **Goal #3**

In FY 2005 the CAFR was prepared and submitted to the GFOA Awards Program. We have received the Certificate of Achievement for Excellence in Financial Reporting for Hamilton County's CAFR since 1981. We have received the Distinguished Budget Presentation Award every year since 2003 and the Certificate of Excellence for Popular Reporting every year since 1998.



## Accounting – 3101

### FUNCTION

1. Record, disburse and account for all revenues and expenditures for Hamilton County Government through the use of an automated accounting system.
2. Provide monthly financial reports to all departments, agencies and the County Commission.
3. Provide financial and statistical information as needed.
4. Monitor revenue and expense budgets for all departments and agencies.
5. Provide assistance to other areas of County Government in the accounting needs.
6. Provide monthly and quarterly reports to various State and Federal agencies.
7. Prepare a Comprehensive Annual Financial Report in accordance with generally accepted accounting principles.
8. Prepare a Popular Annual Financial Report for distribution to the general public.
9. Provide billing and collection service for the Hamilton County Ambulance Service.
10. Monitor and track the fixed assets of Hamilton County including infrastructures.

### PERFORMANCE GOALS AND OBJECTIVES

1. Continue to provide efficient and effective support to our internal customers with system improvements through upgrades in the financial software.
2. Retain the GFOA Certification of Excellence in Financial Reporting and retain the Popular Annual Financial Report Award.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 931,155	\$ 938,332	\$ 1,047,766	\$ 1,094,065
Employee Benefits	360,949	366,366	460,280	525,771
Operations	129,807	143,940	158,565	174,960
Total Expenditures	\$ 1,421,911	\$ 1,448,638	\$ 1,666,611	\$ 1,794,796

Authorized Positions	28	24.63	27.63	27.63
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### FOCUS ON THE FINEST WINNER

#### 2004 MVP Award

*Kathy Petty-Senior Account Clerk*

## Financial Management – 3102

### FUNCTION

The Financial Management department performs **three** key functions. The **first** function is to provide a centralized system of risk and exposure identification to provide the placement of the County's Commercial insurance coverage and administer self-insurance liability and on-the-job injury programs. **Second**, the department develops and coordinates the implementation of policies, procedures and programs designed to provide a safe and healthy workplace to comply with the Tennessee Occupation Safety & Health Administration's rules and regulations. And **finally**, the department provides technical financial assistance as needed during the County's annual budget process and prepares and submits the Comprehensive Annual Budget Report to the Government Finance Officers Association Awards Program.

### PERFORMANCE GOALS

1. To administer the County's risk management program in the most effective and efficient manner to insure maximum protection against possible losses
2. To minimize on the job injuries (OJI) and general liability claims by maintaining a countywide safety program
3. To receive the Government Finance Officer's Association's Distinguished Budget Award

### SERVICE OBJECTIVES

1. Reduce total dollars incurred for self-insurance programs
2. Increase timely (OJI) incident reports by providing training and appropriate forms to all departments
3. Lower (OJI) risk exposure with safety training in high incident departments
4. Prepare and submit the budget document to GFOA within 90 days of Commission's approval of budget.

### SERVICE ACCOMPLISHMENTS

#### Goal #1 and #2

	Actual <u>2004</u>	Actual <u>2005</u>	Actual <u>2006</u>
Number of claims reported	247	250	237
Total dollars incurred	\$512,264	\$715,125	\$587,203
Safety training classes provided	0	5	11

#### Goal #3

The FY 2006 budget document was prepared and submitted to the GFOA Awards program and received the Distinguished Budget Presentation Award for the fourth year.



<b>Expenditures by type</b>	<b>Actual 2004</b>	<b>Actual 2005</b>	<b>Budget 2006</b>	<b>Budget 2007</b>
Employee Compensation	\$ 386,225	\$ 335,954	\$ 238,964	\$ 242,371
Employee Benefits	139,597	142,840	91,621	107,326
Operations	28,347	23,794	18,125	18,300
Total Expenditures	\$ 554,169	\$ 502,588	\$ 348,710	\$ 367,997

<b>Authorized Positions</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>5</b>
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#### **FOCUS ON THE FINEST WINNERS**

##### **2003 MVP Awards**

***Deborah Davis - Senior Accountant***

***Bill Stoll - Risk Manager***

##### **2003 Professional Association Leadership Recognition**

***Bill Stoll – Risk Manager***

##### **2005 Educational Achievement Recognition Award**

***Deborah Davis – Budget Manager***

## Information Technology Services – 3103

### FUNCTION

Information Technology Services (ITS) provides support in all areas of information technology. Some of our services are design and development, data processing and production work, backup and data security, computer education, PC software support, and data communications. Information Technology Services also provides and supports network and Internet services. The County's Web-site is at [www.HamiltonTN.gov](http://www.HamiltonTN.gov)

### PERFORMANCE GOALS

1. Maintain and upgrade existing systems, networks and applications for Hamilton County
2. The County's network now reaches the total downtown campus, the Health Department and many remote offices. Our goal this year is to continue meeting bandwidth demands and reach the remaining remote offices that need the network
3. Develop or implement applications as requested by customers
4. Expand our document management applications
5. Expand the web services for the County on both the Internet and the Intranet

### SERVICE OBJECTIVES

1. Maintain a near 100% scheduled accessibility to all data and Information Technology Resources
2. Add additional departments as requested to Kronos Time Keeper System
3. Complete design phase of a client/server application for Criminal Justice System (CJUS) including appropriate data distribution and electronic document management
4. Complete the new back tax application
5. Update web content and expand electronic services to the County
6. Significantly reduce print material by using combinations of electronic documents
7. Complete IFAS Payroll and Human Resources implementation
8. Upgrade Exchange Server 5.5 to Exchange Server 2003
9. Upgrade MS-SQL to accommodate growth in SQL Server use
10. Complete Building Inspection application
11. Complete Register of Deeds on-line-filing system

	Actual 2004	Actual 2005	Budget 2006	Budget 2007
<b>Expenditures by type</b>				
Employee Compensation	\$ 1,399,281	\$ 1,366,548	\$ 1,460,721	\$ 1,579,339
Employee Benefits	489,526	519,843	593,254	709,844
Operations	417,181	388,555	468,000	469,300
Total Expenditures	\$ 2,305,988	\$ 2,274,946	\$ 2,521,975	\$ 2,758,483

<b>Authorized Positions</b>	<b>34</b>	<b>37.5</b>	<b>35.5</b>	<b>35.5</b>
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### **SERVICE ACCOMPLISHMENTS**

1. In FY 2004 scheduled accessibility was over 99% with no extended periods of inaccessibility for any Information Technology resources
2. The County's network now serves approximately 1,400 County employees
3. Completed implementation of iFAS, Accounting
4. ITS continued to improve Internet services by adding functions and information for the public
5. Implemented a database and document management application for the Medical Examiner
6. Began iFAS payroll and Human Resources implementation
7. Established Kronos as our time clock entry system and integrated to with current payroll application
8. Developed an Internet time clock entry application for location without physical time clocks

### **FOCUS ON THE FINEST WINNERS**

#### **2003 MVP Award**

***Mike Kjeldgaard – Microcomputer Specialist***

#### **2004 MVP Award**

***Lark Walters – Webmaster***

#### **2005 MVP Award**

***Kay Wright – Senior Secretary***

## Purchasing – 3104

### FUNCTION

The primary function of Purchasing is to buy the best available commodity or service at the lowest possible price in accordance with established policies that are designed to provide an open and fair process for all. Viewed from a broader functional perspective, Purchasing has an administrative support role that goes beyond the basic act of buying to include planning and policy activities covering a wide range of related and complimentary matters. Included in these latter areas are the research and development required for determining the proper sources of supplies, effective utilization of technologies, etc. For all Purchasing activities, consideration is given to applicable standards and specifications as well as ancillary issues in areas such as receiving, inspection, storage, accounting and surplus properties. The Purchasing Director leads purchasing commitment to consistently buy the right quality in the right quantity, at the right time and place, and from the right source with delivery to the right place.

### GOALS

1. To promote and maintain appropriate levels of integrity in the County's purchasing activities
2. To support all Elected Official's and County employees' efforts to work efficiently and effectively by providing reliable and cost effective methods for acquiring the goods and services needed to perform their duties
3. To facilitate effective compliance with Hamilton County's Purchasing Rules

### PERFORMANCE OBJECTIVES

1. To effectively adhere to the Principals and Standards of Ethical Supply Management Conduct as promulgated by the Institute for Supply Management (ISM)
2. To ensure that the Purchasing Department's internal customers are satisfied with the quality of goods and services received even when orders are awarded on a "lowest and best" bid basis
3. Number of training sessions presented by Purchasing each year for its internal customers

### SERVICE ACCOMPLISHMENTS FOR FY '06

1. No known violations of ISM's Principles and Standards of Ethical Supply Management Conduct.
2. Not currently available
3. Eighteen (18) training sessions were presented by Purchasing to its internal customers during the fiscal year ended June 30, 2006

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 210,171	\$ 209,277	\$ 216,241	\$ 221,204
Employee Benefits	86,081	86,369	95,422	102,258
Operations	40,485	43,165	47,750	45,350
Total Expenditures	\$ 336,737	\$ 338,811	\$ 359,413	\$ 368,812

Authorized Positions	6	5	5	5
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### FOCUS ON THE FINEST WINNER

#### 2004 MVP Award

Virginia Grosso – Senior Buyer

## Geographic Information Systems – 3105

### FUNCTION

Provide GIS support services to users of GIS data, including governmental agencies, non-governmental organizations, public and private sector companies. This support consists of application development, providing help desk assistance to computer users, creating new map layers and thematic maps, reproducing documents, participation in the subdivision review process, provide addressing for Hamilton County, Chattanooga, and participating jurisdictions that are in accordance with the Regional Addressing Policy, aiding the process of revising county property maps, helping users understand maps and other GIS data.

### PERFORMANCE GOALS

1. Convert the Assessor's database from librarian coverage format to an Enterprise SDE geodatabase
2. Continue working on a digital master addressing file that will contain addresses for each dwelling in Hamilton County
3. Continue to develop the existing Web site to be more informational and functional
4. Bring in revenue of at least \$70,000 in map and data sales
5. Receive, Quality Control, and distribute the new GIS data (imagery, topography, and base map data)

### SERVICE OBJECTIVES

1. Use federal standards as a guideline to compile one database that is considered the master
2. Work is in progress by readdressing areas that are not compliant with 911 or the regional addressing policy. Use County assessor data and existing address books as a reference
3. Using ArcIMS and GeoCortex IMF to customize the Web site to provide more functionality
4. Inform the community about GIS services and new data available
5. Load the new data into the SDE (Enterprise database system) geodatabase, provide the data to partners and make available to the public

### SERVICE ACCOMPLISHMENTS

1. Hamilton County GIS (HCGIS) created the HCGIS Partnership. The partnership includes governments, utilities, and non-profit organizations. These agencies pay a service fee which helps fund data acquisitions
2. The Commission approved the purchase of updated GIS data which includes new aerial imagery, topographic data and planimetrics
3. HCGIS converted all data to an Enterprise database system
4. HCGIS received the Special Achievement in GIS (SAG) Award from ESRI in July 2005

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 305,921	\$ 270,428	\$ 304,050	\$ 346,608
Employee Benefits	125,525	121,408	134,665	159,514
Operations	65,731	55,331	604,715	69,070
Total Expenditures	\$ 497,177	\$ 447,167	\$ 1,043,430	\$ 575,192

Authorized Positions	9	8	8	9
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Note: HCGIS Partnership is now included in this budget

